**Hammerwich Parish Council Minutes**

**17 January 2017**

**In attendance:**

Councillors Wasdell, Mrs Greenway, King, Place, Ho, Campbell, Mrs Taylor, Mrs Smith, Mrs Gittings.

**Also in attendance:**

4 Members of the public attended the meeting.

Ellen Bird (Clerk)

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| **1.** | **Apologies for Absence** |
|  | Apologies for absence were received from Councillor Pullen and Mrs Kirkham. |
| **2.** | **Declarations of Interest** |
|  | Councillors Place and Mrs Gittings declared an interest in respect of 1 Fox Croft which was to be discussed under item 11 Planning Issues – Enforcement as they lived nearby. |
| **3.** | **Approval of the minutes held on 20 December 2017**  **Resolved to approve the minutes of 20 December 2017 and that these be signed by the Chairman.** |
| **4.** | **Matters Arising**  Flooding |
|  | Councillor Mrs Greenway reported that Pingle Lane was starting to flood and that she would raise this with relevant officers at Staffordshire County Council (SCC) as a matter of urgency.  **Noted** |
| **5.** | **Chairman's Announcements**  There were none. |
| **6.** | **Precept** |
|  | The Clerk presented the paperwork for submission to Lichfield District Council (LDC) regarding the Parish Precept.  **Resolved to approve the submission of the Precept papers to Lichfield District Council (LDC) at £26,333 for 2018/19.**  The documents were signed by the Chairman and the Responsible Financial Officer. |
| **7.** | **Neighbourhood Plan**  Councillors reviewed the draft of the Neighbourhood Plan and made comments and suggestions for improvements prior to submission to LDC.  The Council thanked Councillor Campbell for his extremely hard work on this document. They also thanked Councillor Mrs Greenway and the steering Committee who had also contributed significantly to the work.  **Resolved to approve the draft Neighbourhood Plan (subject to the minor alterations discussed at this meeting) to LDC.**  Councillors discussed the next steps in getting approval for the document. They thought it would be beneficial to consider holding 2 sessions to meet with Members of the public to answer questions and answer any questions. The Consultation would be for a 2 week period. A copy of the document would be made available on line and in the Library. Posters advertising the consultation would be made available on line and on noticeboards. |
| **8.** | **Speedwatch**  It was noted that one session had been completed since the last meeting.  **Resolved to note the update.** |
| **9.** | **Parks and Open Spaces**  Oakfield Park Bank  The Council discussed a quote from LDC to carry out replacement to the props in the bank at Oakfield Park.  **Resolved to approve the work at Oakfield Park at a cost of £4995 + VAT.**  Crane Drive  Councillors discussed cutting back the hedge at Crane Drive and a quote from LDC to cut the hedge down to 3m.  **Resolved to approve the work at Crane Drive for £645 + VAT and on going costs of £90 + VAT per year.**  The complainant had requested that the tree also be cut back however Councillors decided to assess the impact of cutting the hedge back first.  The Triangle  Councillor Ho reported that he had seen an A-Board advertising ‘Burntwood Weight Loss’ group on the Triangle.  Councillors reported that they usually asked businesses to notify the Clerk as a matter of courtesy regarding advertisement on Parish land and to inform the Council how long they intend to leave the sign for.  **Resolved to ask Councillor Ho to contact the Company to request that in future they ask permission and to establish how long the advertisement will be there.** |
| **10.** | **Highways and Footpaths**  Coppice Lane  Councillor Mrs Greenway reported she was going to try to arrange a site meeting with a senior highways officer at SCC in order to progress the hedge cutting on Coppice Lane.  **Resolved to note the update.**  Highways Issues  Councillors reported the following issues:   * Ogley Hay Road/ Burntwood Bypass Junction   bad potholes   * Hall Lane/Church Lane Junction   The man hole inspection covers are sinking   * Hall Lane (Near Gartmoor/old vicarage)   Raised man hole cover   * overgrown trees and hedges along Hammerwich Road from the Norton Lane turning towards Burntwood Road are obstructing the  give way sign on the left  hand side from Norton Lane.   **Resolved to ask the Clerk to report the issues to SCC Highways Team.** |
| **11.** | **Planning Applications**  Enforcement Issues  Councillors discussed an enforcement issue at 1 Foxcroft Close. This had now been raised with enforcement officers at LDC and the residents had 28 days to apply for a retrospective planning application.  Planning Applications  Councillors agreed to look again at application number 17/01804/FUL and circulate comments via email.  **Noted** |
| **12.** | **Public Participation** |
|  | There were no comments. |
| **13.** | **Correspondence received and sent**  Councillors noted the correspondence received and sent by the Clerk.  **Resolved to note the update** |
| **15.** | **Accounts for Payment**  A bank balance for the current account, (as at 9 January 2018) of £51,268.22 was reported at the meeting. |
|  | The Parish Council were asked to approve the following payments at their meeting on 17 January 2018:   |  |  |  |  | | --- | --- | --- | --- | |  | Cost | Invoice No | Cheque Number | | Hire of Hammerwich WI Hall 18/10/17 – 20/12/17 | £63 | 0057 | 101026 | | Lichfield District Council | £9334.40 | M0007479016 | 101027 | | Clerk’s wages January 2018 | £384.43 | EB18/17/18 | 101028 | | Clerk’s Expenses | £20.64 | EB19/17/18 | 101029 |   In addition, a cheque was approved for £84 (Cheque No101030) for Councillor Campbell for the printing costs for the Neighbourhood Plan.  There was no income to report.  **Resolved to approve the accounts for payment.** |
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| **16.** | **Items for Discussion at Future Meetings**  It was requested that the following items be added to future agendas for discussion:   * Risk Register * Asset Register * Appointment of Internal Auditor |

Meeting ended 8.55pm